

SECRET

25X1 MEMORANDUM FOR:

SUBJECT : Disposition of Copies of Top Secret Cables

1. The purpose of this memorandum is to advise recipient offices that copies of cables, CIA and non-CIA and including Top Secret, are issued by the Cable Secretariat for retention or destruction, not for return to the Cable Secretariat.

2. Effective 28 August 1961 the Non-CIA Cable Branch of the Cable Secretariat will discontinue the practice of placing Form 26 cover sheets on copies of other agency cables classified Top Secret. The only change in your present procedure will be in the final log entry which should reflect your destruction of such items instead of their return to the Cable Secretariat.

3. The Cable Secretariat will continue its current practice of hand carrying these items directly to recipients and will obtain receipts. Top Secret cable copies will be enveloped only when non-Cable Secretariat courier channels are employed to deliver the copies.



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☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☒ SECRET

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ROUTING AND RECORD SHEET

File: *Cable Secretariat*

SUBJECT: (Optional)

FROM:

Cable Secretariat

NO.

DATE

22 Aug 61

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED FORWARDED

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Fy1 - just trying to save a little work - This not issued to ANY ANY ONE but DDP CUSTOMER ~~since~~ since they are the only one who RETURN TS COPIES to us for destruction. These cover sheets are serving no real purpose on a HAND CARRY delivery + will rid us of a couple of feet of useless file